

Facility Rentals FAQ:

Rentals Include:

- Tables and chairs (limited number available)
- Access to our outdoor walking paths
- Basic Set Up/Break Down of tables/chairs
- Access to catering hot box (1) and ice machine
- Wi-Fi internet access
- On-site management by Riordan Clinic staff member

Extra Fees May Include:

- Security Deposit – Please see contract for details
- Rental Equipment: (call for pricing)
 - Portable Video Beam Projector, 8'x10' projection screen, and 4-36" LCD display monitors
 - DVD, CD, VHS support playback equipment for viewing
 - PA system
- Security personnel (At the clinic's discretion - for after-hours events and/or with alcohol and/or more than 75 attendees). Two security personnel required for groups over 100.

Guest Set-Up/Clean Up:

- Our staff will set up tables and chairs to your specifications. Lessee may complete any other décor/set-up within the allotted rental time.
- All decorations, equipment, and property belonging to the lessee must be removed from property by end of agreed rental time unless previous arrangements have been made.
- Lessee shall place all trash in trash bags provided by the Clinic and bags should be placed inside by front of main Pyramid doors to be removed by on-site staff.

Decorations:

- All decorations must be approved by the Riordan Clinic.
- No decorations or other materials shall be attached to any part of the building so as to cause damage.
- Rice, birdseed, or confetti may not be thrown/used at the Riordan Clinic

Catering, Alcohol and Entertainment:

- Riordan Clinic has an open catering policy.
- Caterers are responsible for all preparations prior to event and clean-up after the meal is served.
- All entertainment must be approved by the Riordan Clinic.

Other:

- Children attending events must be supervised at all times.
- Lessee will be responsible for any damage to premises (building, lot, landscaping, etc) committed by guests or vendors.
- All indoor areas not included in the Lease Agreement will be off limits to event guests.
- All vehicles must be off the property by 12:00 am or cannot be retrieved until the next business day.

Reservation and Payment:

- Rental Agreement must be signed and deposit must be paid to reserve any space.
- Please refer to Rental Agreement for deposit requirements and Cancellation Policy.

Contact Information: Erin Manning, Marketing Manager | 316.927.4709 | emanning@riordanclinic.org
Please visit RiordanClinic.org to fill out a reservation request.

All prices subject to change without notice.